



**Consulate General of the United States of America
Willemstad, Curaçao**

Management Notice

August 28, 2015

To: All Interested Candidates

Subject: Vacancy Announcement – Customs and Shipping Clerk / Travel Clerk

OPEN TO: All Interested Candidates

POSITION: Customs and Shipping Clerk / Travel Clerk

OPENING DATE: August 28, 2015

CLOSING DATE: September 11, 2015

WORK HOURS: Full-Time; 40 hours/week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United States Consulate General in Curacao is seeking an individual for the position of Customs and Shipping Clerk / Travel Clerk.

BASIC FUNCTION OF POSITION

The incumbent is sole employee responsible for customs/shipping, travel, time and attendance, fleet management and expendable inventory management.

A copy of the complete position description listing all duties and responsibilities is available on the US Consulate General's web page: <http://curacao.usconsulate.gov/>

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of secondary school is required.
2. **WORK EXPERIENCE:** Minimum of 2 years of experience in an office setting.
3. **LANGUAGE PROFICIENCY:** List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read).
English 3/3, Papiamentu 4/3, Spanish 2/2, Dutch 3/3
4. **JOB KNOWLEDGE:** Incumbent must develop a working knowledge of Consulate General business practices, including organizational structure, arrival/departure procedures, travel management policies and procedures, and financial processes. Externally, the incumbent must be familiar with local government structure, customs and shipping regulations, offices, and procedures for vehicle importation, registration, insurance, container registration, moving company contacts and contracts.
5. **SKILLS AND ABILITIES:** Must be able to utilize excellent interpersonal and customer service skills; must possess intermediate computer/technical skills to include an intermediate skill level and knowledge of the Microsoft suite of office applications and the ability to learn to use Department-specific software and internet-based applications. Must be able to prioritize multiple diverse and conflicting demands. Must possess a valid local driver's license (class B – regular vehicles) and a clean driving record.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Non Ordinarily Residents (NOR) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security certification.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Management Office
HROCuracao@State.gov

POINT OF CONTACT:

Telephone: 461-3066 ext. 2246

CLOSING DATE FOR THIS POSITION: September 11, 2015

The US Mission in Curacao provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.